

CITY COUNCIL WORKSHOP

MARCH 1, 2011

Mayor Pro Tem Reed called the workshop to order at 6:35 PM. In attendance were Council members Twardoski, Patson, Montgomery and Harple. Council members McNally and Boyle Barrett were absent. Also attending were City Administrator Schmidt and Mayor Johnson.

AGENDA

Council Minutes Content


Deputy Clerk Starr spoke briefly about the content of City Council Minutes, primarily action versus summary or verbatim minutes, and provided a packet of materials from various sources (MRSC, Roberts Rules of Order and NCI Professional Development) in support of action minutes, as well as copies of City Council Minutes from other Washington towns that produce action minutes. The primary reasons for producing action minutes rather than summary or verbatim minutes are time and money. Many lawyers also recommend action minutes in order to avoid legal problems. Council member Montgomery stated that as a historian, he is concerned with the history of how our legislative body reaches decisions and prefers to see more of the discussion/debate included in the minutes. Deputy Clerk Starr suggested that perhaps the Council Committee Minutes would be a better place to record the history behind the decision making process. A short discussion ensued. Deputy Clerk Starr will continue to produce Council Minutes as she has in the past, but whenever a participant speaks about a particular RCW, WAC, etc., she will be sure to provide the number of that resource. Mayor Pro Tem Reed said the Council may have more questions after they've had an opportunity to read the materials provided.

City Council Rules & Procedures

A discussion ensued with a line-by-line review of sections 3.9 through 4.7, which included discussion regarding recording minutes, parliamentary authority, the development of agendas and changes to agendas. Also discussed was developing a way that Council members can be notified of updates, etc. It was suggested that the Deputy Clerk have a Twitter account or another messaging account to use for sending notifications to the Council members.

The workshop adjourned at 7:51 PM.


City Administrator, Dave Schmidt


Mayor, Pat Johnson